

4 JAN 1982

MEMORANDUM FOR: Chief, Regulations Control Division

STAT FROM:

[redacted]
Chief, Records Management Division

STAT SUBJECT:

[redacted] Headquarters Records Review

REFERENCE:

Your memorandum dated 29 December 1981; Same Subject

STAT Thank you for the reminder concerning [redacted] We have considered the matter and have decided not to request an extension of the expiration date. Hopefully, the notice will have done its job by 1 March 1982.

STAT DDA/OIS/RM [redacted]

:br (4 January 1982)

Distribution:

Original-Addressee

1-RMD Subject: Headquarters Records Review w/att background

1-RMD Chrono wo/att background

29 DEC 1981

MEMORANDUM FOR: Chief, Records Management Division

FROM:

Chief, Regulations Control Division

SUBJECT: Headquarters Records Review

REFERENCE: dated 5 November 1979

1. In accordance with the policy stated in this memorandum serves as a reminder that will expire 1 March 1982.

2. notices are intended to disseminate transitory information quickly; information of a continuing nature should be incorporated into an Agency regulation or handbook.

3. If it is necessary to extend the expiration date of a notice, the request requires written justification and the express approval of the Deputy Director for Administration.

4. Please acknowledge in writing the receipt of this reminder and indicate any further action intended no later than 8 February 1982.

Attachment:

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

Page Denied